

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: Liquor Licensure Specialist  
Position Title: Liquor Licensure Specialist  
Position Number: 17085

Function Code: 5815-077  
Date Established: 05-07-98  
Date of Last Amendment: 10-15-12

**SCOPE OF WORK:** To investigate, integrate and formulate new and renewal applications made to the liquor commission to sell alcoholic beverages at retail, wholesale and manufacturer levels; to formulate applications and supporting documentation to insure compliance with Title XIII Statute, NHSLC Administrative Rules and Standard Operation Procedures, all city and town regulations, and federal laws as a representative of the Bureau of Enforcement and Licensing.

### **ACCOUNTABILITIES:**

- Complies with Title XIII laws, administrative rules, and procedures when assisting applicants with new or revisions to liquor licenses.
- Examine and interpret for compliance with local, state, and federal standards all new and renewal applications made to the Liquor Commission to sell alcohol and tobacco at retail, wholesale and manufacturer's levels.
- Act as an official representative of the agency in explaining, problem solving, using creative licensing with regards to Title XIII laws, administrative rules and procedures and be able to articulate and express solutions to all agency employees, administrative personnel, licensees, and citizens of the state. Occasionally must attend Liquor Commission hearings and interviews by FBI and State Fire Marshal's office concerning licensees.
- Conduct special conferences with principals, their employees, representatives, attorneys and others concerning Title XIII laws, administrative rules, and Liquor Commission policies.
- Formulate fees and receive checks and cash payments in satisfaction of statutory fee requirements, including posting fees into accounting systems through the use of L2K and doing the bank deposits.
- Prepares reports, organize lists, prepare general correspondence and maintain files; prepares agenda items for retail, direct shippers, wholesalers, and manufacturers, for the Liquor Commission's agenda hearings.
- Create, analyze, and interpret proposed changes needed in operating procedures for compliance of Title XIII laws and administrative rules. Convey changes needed to administrative personnel so Standard Operating Procedures can be update.
- Use of state vehicle for travel to review and analyze licensees paperwork and premises for proper licensing through out the state for retail, wholesale and manufacturers.
- Train new Liquor Investigators and new Licensing Specialists in all functions of licensing for Title XIII laws, administrative rules and procedures, as well as, legal documents and entities.

- Enter and Maintain all services rendered and calls for service for licensees in IMC reporting systems.
- Schedule, analyze, and maintain all appointments for licensees, meetings and training for all licensing functions through the use of Outlook Express Scheduling.
- Interpret all documents using knowledge of legal entities, non-entities, principals, and premise control involved in licensing using Title XIII laws, rules and procedures. Continual education by the licensing specialist is needed to keep current with all local, state, and federal changes for licensing.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or technical institute with a major study in business administration, accounting or business law or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience dealing with governmental regulation or law, or a position dealing with the public in organized programs. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license and/or access to transportation for statewide travel.

**SPECIAL REQUIREMENTS:** Must be at least 21 years of age upon application for position.

### **DISCLAIMER STATEMENT:**

This supplemental job description is descriptive of general duties and is not intended to list every specific function and responsibility of this position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURE:** The above is an accurate description of my position.

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Date Reviewed

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Employee's Names

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Employee's Signature

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Employee's Signature

Supervisor's Name & Title: James Wilson, Lieutenant # 14329

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Supervisor's Signature

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Date Reviewed

*Jennifer J. Elberfeld* MR

10/15/12

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Division of Personnel

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Date Reviewed